

CLAIMS

What is claimed is:

- 1 1. A method for affording a communication manager, comprising the steps of:
 - 2 (a) receiving a plurality of communication documents selected from the group
 - 3 consisting of requests for information, change proposal requests, change
 - 4 proposal quotations, contract change orders, and submittals;
 - 5 (b) associating tasks to be completed with the documents;
 - 6 (c) storing the documents and the associated tasks in a database.
- 1 2. The method as recited in claim 1, wherein a related file is capable of being
- 2 associated with each document, and a flag is set upon the completion of the
- 3 file.
- 1 3. The method as recited in claim 2, wherein the file is given a read-only status
- 2 upon the flag being set.
- 1 4. The method as recited in claim 1, wherein a response date is associated with
- 2 each document.
- 1 5. The method as recited in claim 4, wherein an electronic mail notification is
- 2 automatically sent based on the response date.
- 1 6. The method as recited in claim 1, wherein the documents include requests for
- 2 information, change proposal requests, change proposal quotations, contract
- 3 change orders, and submittals.
- 1 7. A computer program product for affording a communication manager,
- 2 comprising:

- 3 (a) computer code for receiving a plurality of communication documents
4 selected from the group consisting of requests for information, change
5 proposal requests, change proposal quotations, contract change orders, and
6 submittals;
7 (b) computer code for associating tasks to be completed with the documents;
8 (c) computer code for storing the documents and the associated tasks in a
9 database.

1 8. The computer program product as recited in claim 7, wherein a related file is
2 capable of being associated with each document, and a flag is set upon the
3 completion of the file.

1 9. The computer program product as recited in claim 8, wherein the file is given
2 a read-only status upon the flag being set.

1 10. The computer program product as recited in claim 7, wherein a response date
2 is associated with each document.

1 11. The computer program product as recited in claim 10, wherein an electronic
2 mail notification is automatically sent based on the response date.

1 12. The computer program product as recited in claim 7, wherein the documents
2 include requests for information, change proposal requests, change proposal
3 quotations, contract change orders, and submittals.

1 13. A system for affording a communication manager, comprising:
2 (a) logic for receiving a plurality of communication documents selected from the
3 group consisting of requests for information, change proposal requests,
4 change proposal quotations, contract change orders, and submittals;
5 (b) logic for associating tasks to be completed with the documents;
6 (c) logic for storing the documents and the associated tasks in a database.

- 1 14. The system as recited in claim 13, wherein a related file is capable of being
2 associated with each document, and a flag is set upon the completion of the
3 file.
- 1 15. The system as recited in claim 14, wherein the file is given a read-only status
2 upon the flag being set.
- 1 16. The system as recited in claim 13, wherein a response date is associated with
2 each document.
- 1 17. The system as recited in claim 16, wherein an electronic mail notification is
2 automatically sent based on the response date.
- 1 18. The system as recited in claim 13, wherein the documents include requests
2 for information, change proposal requests, change proposal quotations,
3 contract change orders, and submittals.